

(U) Ask Zelda!: Awful to Always Await an Award

FROM: "Zelda," Dispenser of Advice on Workplace Issues

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(U) The below article is unclassified in its entirety.



Dear Zelda,

I am having an issue with the way recognition is being handled in my office. Is it ever OK to contact your management and request that you be considered for an award?

Signed, Unappreciated

Dear Unappreciated,

My personal opinion is no. That said, there are ways you can subtly hint at it, but you have to use finesse.

The wrong way to do it

I know of someone who wrote himself up for a cash award, submitted the form to his boss and said "sign here." He thought he was doing his boss a favor by saving him the time and trouble. His boss thought otherwise.

The right way to do it

During your semi-annual performance discussion, bring up the subject of awards. Say that you've noticed other people getting awards and were wondering what you could do to position yourself to be eligible for one. See what she says.

Keep in mind that, in most cases, it's not enough just to do your job well. Awards are typically given for special performance that goes above and beyond one's regular job duties. You might volunteer to take on an additional responsibility--a special project, participation on an inter-office committee, etc.

A better way to do it

Why not look around for a way you can improve a process or reduce operating costs in your organization? It's much better to have your actions speak for you, rather than you asking to be recognized.

Bottom line: yes, you can request to be considered for an award, but be careful how you do it or you will not only be unappreciated, you may be unemployed.

Zelda

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